



# *Provincial Job Description*

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***TITLE:*** (070) Medical Laboratory Technologist I      ***PAY BAND:*** 16

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Performs laboratory duties for the detection, prevention and management of physiological and pathological conditions.

***QUALIFICATIONS:***

- ◆ Medical Laboratory Technology diploma
  - ◆ Certified by the Canadian Society for Medical Laboratory Science
  - ◆ Licensed and registered by the Saskatchewan Society of Medical Laboratory Technologists.

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid drivers license, where required by the job

***EXPERIENCE:***

- ◆ **Previous:** No previous experience.

## ***KEY ACTIVITIES:***

### **A. Specimen Procurement and Analysis**

- ◆ Prepares patient (e.g., identification, consent, medical condition, instruction of procedure) for specimen procurement.
- ◆ Collects, transports and prepares samples for in-house testing and/or dispatches to reference laboratories (e.g., Provincial Laboratory, TB Laboratory).
- ◆ Organizes and prioritizes specimens/tests based on urgency of request, stability of specimen and timing protocols.
- ◆ Assesses specimen integrity and maintains stability.
- ◆ Performs laboratory testing, correlates results and evaluates the validity of those results.
- ◆ Responds to critical values, unexpected results and urgent requests according to protocols and policies.
- ◆ Performs specialized testing, where required (e.g., bone marrow, allergen testing).
- ◆ Assists in prioritizing the utilization of blood/blood products.

### **B. Quality Assurance / Quality Control**

- ◆ Participates in Quality Assurance/Quality Control programs as required by local protocols and government regulations.
- ◆ Follows preventative maintenance programs by maintaining instrument logs and recognizing equipment malfunctions.

### **C. Clerical**

- ◆ Performs computer work (e.g., data entry, back up).
- ◆ Provides reception/clerical duties (e.g., telephone, faxing, photocopying, booking appointments).
- ◆ Prepares, communicates and files test results and reports.
- ◆ Prepares statistical reports.
- ◆ Maintains inventory and orders supplies.
- ◆ Completes incident reports (e.g., unlabeled/mislabeled specimens, needle pokes).

### **D. Related Key Work Activities**

- ◆ Cleans, maintains, troubleshoots, and calibrates equipment according to established standards.
- ◆ Cleans instruments and work area.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Provides input into capital equipment purchases.
- ◆ Provides input into policies and procedures.
- ◆ Disposes of biohazardous waste, as per department procedures and policies.
- ◆ Performs ECG's and Holter monitors.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: June 12, 2019***